

Attachment 1 – Procurement Services Directorate (PSD) End of Fiscal Year Cut-Off Instructions and Dates

For planning purposes, PSD has established the below cut-off dates for **contracting** actions involving expiring appropriations and/or actions that must be awarded at the end of fiscal year 2022, or not later than October 14, 2022. The dates identified represent the latest dates for which PSD automatically assigns a “low” risk to award the action by the **“soft close” date of September 23, 2022, as established by the Office of Chief Financial Officer (OCFO). If award is required prior to the “soft close” date to meet mission requirements for performance/delivery, Mission Partners must adjust their package submission accordingly.**

To be considered timely, PSD must receive a complete and actionable requirements package, inclusive of funding¹, in accordance with the instructions on the Defense Information Technology Contracting Organization’s (DITCO) Information Technology and Telecommunications Acquisition Package Submission and Ordering Guide website (https://www.ditco.disa.mil/contracts/IT_instruct.asp) by the dates shown on “PSD FY 2022 Cut-off Dates” below.

PSD/DITCO recognizes there may be a limited number of mission critical requirements that cannot be submitted by the established cut-off dates. For these rare instances, DITCO may accept the requirement subject to a review and approval process. DITCO will make every effort to award these late requirements in a timely manner, but the Mission Partner should understand that late submission of requirements adds significant risk associated with contract award by the mission need date and/or prior to the expiration of funds on September 30; therefore, DITCO cannot give assurances beyond **“best efforts”**. The risk of execution increases exponentially the further from the cut-off dates a late funding/requirements package is submitted to DITCO; early coordination with DITCO for late packages is critical. Mission Partners are encouraged to coordinate with DITCO on the executability of a late package prior to processing a late waiver in order to avoid unnecessary late waivers for actions that are non-executable.

Actions submitted after the cut-off dates shall be submitted to the cognizant DITCO office email box for processing. The submitter and the cognizant technical points of contact for the acquisition shall be readily available and responsive to inquiries from DITCO and/or the OCFO staff from time of submittal through award of the contract action to address contractual or financial matters related to the acquisition. Lack of availability or responsiveness of the submitter and/or cognizant technical points of contact jeopardizes the ability of DITCO to execute the contract action by the mission need date and/or the expiration of funds on September 30.

¹ After funds sweep on August 31, DISA appropriated (i.e., General Fund) requirements, must first be submitted (form and actionable requirements package less the funding document(s)) to the appropriate DITCO shared mailbox as delineated below; once an approved form is returned, the MP must submit the complete package, to include the approved form, through Defense Agencies Initiative (DAI). OCFO will not process the funding package without an approved form. If a requirements package is received by PSD through DAI with an unsigned late form, but the certified date on the funding document is on or prior to August 31, PSD will process the form and proceed accordingly.

DITCO Office	Requirements Inbox Email
DITCO-EUROPE (PL5)	disa.stuttgart.ditco.mbx.pl511@mail.mil disa.stuttgart.ditco.mbx.pl52@mail.mil (Southwest Asia)
DITCO-NCR (PL6)	disa.meade.PLD.mbx.ncr-it-requirements-inbox@mail.mil
DITCO-PAC (PL7)	disa.fordisland.ditco.mbx.procurement@mail.mil
DITCO-SCOTT (PL82)	disa.scott.ditco.mbx.telecom@mail.mil
DITCO-SCOTT (PL83/PL84)	disa.scott.ditco.mbx.it-requirements@mail.mil
DITCO-PLA	disa.meade.PLD.mbx.dcco-requirement-inbox@mail.mil

Requirements packages submitted after the specified cut-off date shall include the following:

1. Complete and actionable requirements package in accordance with the aforementioned DITCO website. For DISA requirements submitted after the August 31 funds sweep, OCFO will require a completed late requirements form in accordance with paragraph 2 below before funding is provided. Incomplete requirement packages will be returned to the Mission Partner without further action. Funds that are directed for use by OCFO (e.g., UFRs and agency fallout dollars) do not require OCFO coordination on the PSD late form. However, PSD coordination is required and an email documenting OCFO direction for use of the funds must be attached to the email requesting PSD acceptance of the late requirement.
2. Form titled “Mission Partner (MP) Request for Procurement Services Directorate (PSD) Acceptance of Requirement after Published Cut-Off Dates” (Enclosure 1). A separate and distinct form must be completed by the Mission Partner and signed for each contract action. If a singular contract action includes multiple funding documents, a separate form is **not** required for each funding document. For DISA Appropriated funds (i.e., General Fund), the final date to submit a “Mission Partner (MP) Request for Procurement Services Directorate (PSD) Acceptance of Requirement after Published Cut-Off Dates” form is September 16, 2022, after which the OCFO will direct the obligation of remaining expiring funds in accordance with the agency priorities (e.g., UFRs, hosting costs). For Defense Working Capital Fund (DWCF), the final date to submit the form is August 31, 2022. Late waivers for DWCF-funded actions will not be processed after this date.

For requirements packages submitted without funding (i.e., contingent upon PSD approval to accept the requirement), if approved, the form will specify the date by which funds are required to support the executability determination.

The Mission Partner signature authority is delineated below and is non-delegable. Common Access Card/electronic signature is encouraged to expedite processing.

- A. DISA requirements: Center or Directorate-level Director, Civilian Deputy or Military Deputy, or Chief of Staff (or comparable) level
- B. External Mission Partner requirements: Director/Division Chief or Higher

Upon receipt of a complete and final acquisition package accompanied by a late request form, an expedited review of the acquisition package will occur, and PSD will process the package for an approval/disapproval decision. The approval authorities are as follows.

Condition(s)	Approval Authority
DISA appropriated requirements with “Low” or “Medium” risk to be executed by the end of the fiscal year or prior to October 14, 2022	Chief of the Contracting Office (CoCO)
DISA non-appropriated requirements (regardless of risk designation)	CoCO
External Mission Partner requirements (regardless of risk designation)	CoCO
DISA appropriated requirements with “High” risk or “Non-Executable” by the end of the fiscal year or prior to October 14, 2022 *“High” risk and “Non-Executable” late forms for DISA appropriated requirements will be reported in the PSD Director’s SITREP to provide situational awareness to Agency leadership	Procurement Services Executive (PSE) or Vice PSE

For approved packages, PSD/DITCO will notify the Mission Partner and process the package accordingly. Disapproved packages will be returned to the Mission Partner without further action. Should the Mission Partner choose to modify the requirement to allow normal processing in the next fiscal year with an award after October 14, 2022, the package must be resubmitted (no late request form required) with a revised need date. A consolidated report of all late requirements will be provided to the Director, Deputy Director/Senior Procurement Executive (SPE), and Center Directors at the completion of the fiscal year.

The following requirement/funding packages are exempt from the “Mission Partner (MP) Request for Procurement Services Directorate (PSD) Acceptance of Requirement after Published Cut-Off Dates” form process:

- Requirements associated with emergency declarations (e.g., natural or man-made disasters).
- Administrative unilateral modifications not otherwise identified in the enclosed PSD FY 2022 Cut-off Dates; contact the Contracting Officer directly for information regarding these types of modifications.
- Funding packages submitted after the PSD FY 2022 Cut-off Dates for additional funds that are required for award of a contract action previously submitted to PSD (e.g., apparent awardee’s quote/proposal is higher than funding previously provided).
- Funding/requirement packages that do not require PSD to begin processing before October 1, 2022 that are submitted after September 30, 2022 but require award prior to October 14, 2022. Mission partners should understand that waiting to submit packages until after September 30 for actions that must be awarded in early October may still add significant risk associated with a timely award depending upon the complexity/nature of the action; therefore, DITCO cannot give assurances beyond “best efforts”. Mission

Partners should consult the PSD published Procurement Acquisition Lead Times (PALTs) at <https://www.ditco.disa.mil/contracts/PALT.asp> to ensure packages are submitted on time.

PSD FY 2022 CUT-OFF DATES
(OCFO soft close is September 23, 2022)

TYPE OF ACTION	DATE**
FAR Part 15 Contracts, Open Market requirements, or competitive orders over \$10M– Services	Contact Chief of the Contracting Office as dates vary
COMSATCOM Commodity Services against Multiple Award ID/IQ Contracts, BPAs, and GSA Schedules	27-May
Competitive Orders for Services against Multiple Award ID/IQ Contracts, BPAs and GSA Schedules – All contract types under \$10M	
Open Market Requirements (Competitive and Non-Competitive) over \$750K – Products	1-Jul
TSR/TSO funded Orders for New Telecommunications Services against Multiple Award ID/IQ contracts, BPAs and IQO (Note: TSR/TSO funded orders are those requirements submitted within DSF and/or WWOLS)	8-Jul
*GSM-O II Orders	
Orders for Products against Multiple Award ID/IQ Contracts (e.g., NASA SEWP and CHESS), BPAs, GSA Schedules over \$750K requiring a J&A other than an already approved Class J&A (e.g., Brand Name and Sole Source)	15-Jul
*DoD ESI Orders	
Sole Source Orders for Services against Multiple Award ID/IQ Contracts, BPAs and GSA Schedules/	
Direct 8(a) awards less than or equal to \$4.5M – Services	
Modifications which require the contractor submit a proposal to add new work to an existing contract/order (e.g., surge) or otherwise negotiate a business arrangement requiring a bi-lateral modification (including de-obligations)	29-Jul
Orders for Services against Single Award ID/IQ contracts and BPAs	
Open Market Requirements (Competitive and Non-Competitive) under \$750K – Products	
Direct 8(a) awards less than or equal to \$4.5M – Products	
TSR/TSO funded Orders for non-pre-priced Telecommunications Services against single award ID/IQ contracts and BPAs	

Current contract and/or task or delivery order option exercise\; To exercise options for contracts and orders that expire on or before September 30 or prior to 14 October of the next fiscal year <u>(Note: Contact cognizant Contracting Officer for required date should the contract require more than 30-day notice of intent to exercise option and the current period ends prior to 30 September).</u>		5-Aug
Orders for Products against Multiple Award ID/IQ Contracts (e.g., NASA SEWP and CHESS), BPAs, GSA Schedules under \$750K requiring a J&A other than an already approved Class J&A (e.g., Brand Name and Sole Source)		
*NASA SEWP Orders (including Agency Catalog orders, actions covered by a Class J&A, and actions not requiring a stand-alone J&A) – Competitive valued at \$10M or above		
Orders for Products against Single Award ID/IQ Contracts and BPAs		12-Aug
*NASA SEWP Orders (including Agency Catalog orders, actions covered by a Class J&A, and not requiring a stand-alone J&A) – Competitive below \$10M; Brand Name or Sole Source under \$750K		19-Aug
Micro-purchases (\$10K & under)		
*DSO – MSP Orders		31-Aug
TYPE OF ACTION	DISA APPROPRIATED FUNDED REQUIREMENTS	ALL OTHER DISA AND EXTERNALLY FUNDED REQUIREMENTS
*Orders/modifications against JELAs	31-Aug	9-Sep
TSR/TSO funded Orders for pre-priced Telecommunications Services against Single Award ID/IQ contracts and BPAs	N/A	21-Sep
Funding Modifications that do not require the contractor submit a proposal to an existing contract/order or otherwise negotiate a business arrangement requiring a bi-lateral modification (e.g., incremental funding modifications)	31-Aug	21-Sep

**Dates for select specific contracts listed take precedence (e.g., the dates listed for GSM-O II actions take precedence over the date identified for Orders for Services against Single Award ID/IQ contracts and BPAs).*

***Due to time zone considerations and unique constraints, DITCO Europe (PL5) and DITCO Pacific (PL7) may adjust individual dates for select categories. If so, PL5 and PL7 will issue clarifying guidance directly to their Mission Partners. Organizations supported by PL5 or PL7 and need a copy of the supplemental guidance, please contact their office through the email address provided in the table on page 2.*

ACRONYM LIST

Acronym	Description
BPA	Blanket Purchase Agreement
CHESS	Computer Hardware Enterprise Software and Solutions
COMSATCOM	Commercial Satellite Communications
DoD	Department of Defense
DoDIN	DoD Information Network
DSF	DISA Storefront
DSO	Defense Spectrum Organization
ESI	Enterprise Software Initiative
GSA	General Services Administration
GSM-O	Global Information Grid (GIG) Services Management – Operations
ID/IQ	Indefinite Delivery/Indefinite Quantity
IQO	Inquiry/Quote/Order
JELA	Joint Enterprise License Agreement
J&A	Justification and Approval
MSP	Mobile Service Provider
NASA SEWP	National Aeronautics and Space Administration, Solutions for Enterprise-Wide Procurement
SAT	Simplified Acquisition Threshold
TSO	Telecommunications Service Order
TSR	Telecommunications Service Request
UFR	Unfunded Requirement
WWOLS	World-Wide Online Support System